

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Senior Investment Fund Manager/1192**

Function and General Scope

Under administrative direction, positions assigned to this class are responsible for a variety of investment management activities with University impact. Broad responsibility includes, but is not limited to managing, monitoring and overseeing financial asset investments; financial relationships; externally managed University funds; overseeing systems for investment accounting, performance measurement and portfolio analysis; e-commerce and central payment processing system; endowment accounting and administration; and bond issuance. Positions may be responsible for recommending and participating in the development and implementation of university policies and procedures; serving on university planning and policy-making committees; advising departmental personnel and university administration regarding policies and procedures.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in a related field and five (5) years of progressively responsible full-time professional investment fund experience. Demonstrated broad based investment perspective, problem solving abilities, and decision-making abilities. In-depth knowledge of corporate finances which has included experience with investment management, derivative application, and risk management. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.